

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

July 14 - City Council Meeting Agendas

Looking Ahead

Most boards will be meeting virtually including City Council.

Thursday, July 2: Board of Architectural Review, Old Town Advancement Commission meetings

Friday, July 3: City offices closed, Transit cancelled, Courts closed

Tuesday, July 7: Planning Commission work session

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **LISTEN!** [DEFROST](#) true crime podcast (WPD)
- **LISTEN! NEW** [Rouss Review](#)



The Rec Center in Jim Barnett Park is now open M/W/F from 9:30-11:30 am for informational inquiries, registrations, and memberships sales only. Beginning July 8, the schedule will change to M-F, 8 am-5 pm and the racquetball court will be the only indoor facility open (reservations accepted).

City Manager's Highlights

Staff is creating a survey for public input regarding the possible Jubal Early Drive renaming discussion by City Council.

Winchester Parks & Recreation is preparing the outdoor pool to open for general swim on July 3 during designated times (capacity is 35 people). Reservations will be accepted. More information is coming soon on the [Parks website](#).



Public Safety

Winchester Police

- Prepared for the Community Forum: *Strengthening the Relationship Between Community & Law Enforcement* on June 27.
- Attended Cultural Diversity, legal update, firearms, and Commonwealth Attorney legal trainings.
- Held certified officer testing.
- Continued working on new gym in Timbrook Public Safety Center.
- Completed "soft knock" proposal, VRSA grant proposal, and pay grade comparison proposal.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 7
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0

Winchester Fire and Rescue

- Worked with Human Resources on Firefighter hiring process, new entrance testing, and interviews. Now accepting applications.
- Conducted weekly infection control meeting
- Presented an update to City Council on the Fire and Rescue Master Plan recommendations developed by the consultants.
- Conducted Live Burn recruit training at the Regional Training Center.
- Began advertising the blood drive in partnership with the Winchester Sheriff's Office. Donate blood on July 17 from 9:00 am-3:00 pm at the Jim Barnett Park Rec Center. Make an appointment with the Red Cross at 1-800-733-2767.
- Began preparation for the Valor Awards to be held in November.
- Participated as guests on the City's Rouss Review podcast.
- Conducted site inspection for a temporary permit (fireworks stand on Pleasant Valley Road).
- Met with Fire Department Command Staff to discuss filling of vacant Deputy Fire Marshal position.
- Taught Fire Protection Systems class for Recruit Academy.

Police Activity	#
Calls for Service	534
Directed Patrols	16
Directed Patrols (OTW)	3
Extra Patrols	44
Extra Patrols (OTW)	5
Alarms/False Alarms	25/24
Crash Reports	4
Traffic Citations	13
Traffic Warnings	21
DUI/DWI	0
FOIAs Answered	6
Special Events Permits Received/ Approved	0/1 46 YTD

Fire Activity	#
Fire	3
Overpressure	0
EMS/Rescue	87
Hazardous Cond.	5
Service Call	7
Mutual Aid Given	5
Good Intent	5
False Alarms	6
Special Incident	0
Plan Review	2
Reinspections	0
Inspections	0

Emergency Management

- Participated in the weekly VDEM Region 2 conference call concerning COVID-19.
- Worked with the Lord Fairfax Health Department on setting up two community COVID-19 testing sites.
- Attended the live burn training for the Fire Department.
- Reviewed Motorola radio and Environmental Alarms.
- Recovered City Cache Radios following Election, addressed medic unit scanning issue.
- Developed design criteria for technology enhancements for the new Emergency Operations Center
- Reviewed the CARES Act spending plan that was proposed to Council.
- Provided updates to Senior Leadership on the State Phase 3 COVID-19 implementation.

Development Services

Zoning and Inspections

- Completed:
 - 24 building permit inspections and issued 24 building permits (\$252,476 valuation).
 - 37 code enforcement inspections
 - 3 new business reviews (3 Zoning User Permits general business, 0 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)

Date	Address	Description	Value
06/18/2020	1865 W PLAZA DR	NEW SIGNAGE	\$16,290
06/18/2020	349 SHERIDAN AVE	EXTEND DECK	\$6,000
06/18/2020	436 W LEICESTER ST	MINI SPLITS 20-1264	\$600
06/18/2020	220 ROSZEL RD	ADDITION	\$8,000
06/18/2020	436 W LEICESTER ST	REPLACE WATER SERVICE	\$6,500
06/18/2020	804 BUCKNER DR	SWS & RECEPTS FOR 20-025	\$425
06/18/2020	209 N KENT ST	NEW FIXTURES	\$10,000
06/18/2020	1208 BERRYVILLE AVE	CITY WELCOME SIGN	\$3,500
06/19/2020	220 ROSZEL RD	REPLACE A/C & FURNACE	\$20,304
06/19/2020	514 JOIST HITE PL	NEW DECK	\$5,000
06/19/2020	107 N EAST LN	ADD PARTITION WALL	\$500
06/19/2020	500 506 HIGHLAND AVE	REBUILD OUTSIDE STEPS	\$2,000
06/19/2020	532 MARION ST	NEW DECK	\$2,500
06/22/2020	312 HANDLEY BLVD	NEW FRONT PORCH	\$7,000
06/22/2020	428 W CECIL ST	NEW HEAT PUMP	\$15,800
06/23/2020	128 130 E PALL MALL ST	REPLACE A/C & FURNACES	\$8,000

Date	Address	Description	Value
06/23/2020	2302 STONERIDGE RD	NEW DECK	\$12,500
06/23/2020	128 130 E PALL MALL ST	INTERIOR REMODEL	\$25,000
06/23/2020	128 130 E PALL MALL ST	REPLACE FIXTURES	\$2,000
06/23/2020	1460 UNIVERSITY DR	ASBESTOS ABATEMENT	\$10,200
06/24/2020	947 BUCKNER DR	SWIMMING POOL HEATER	\$4,000
Total			\$166,119

Planning

- Staffed the Council meeting on June 23 where two development applications were approved. First, the PUD rezoning for two new homes on Breckinridge Lane was adopted. Second, the Hookah Establishment CUP on E. Piccadilly Street, that had been tabled at the June 9 Council meeting, was removed from the table and discussed. After reviewing four possible motions, Council approved the CUP with a restriction that precludes the serving of alcohol.
- Staffed the Council Work Session on June 23 discussed a possible resolution to rename Jubal Early Drive.
- Prepared a FAQ sheet and draft OpenGov questionnaire that could, if desired by Council, be used to provide background on the current naming of Jubal Early Drive and solicit public input.
- Prepared and electronically distributed the agenda packet for the July 2 Board of Architectural Review meeting where two new cases and one prior case discussion are on the agenda .
- Recorded a Winchester 101 Rouss Review podcast segment focused on City Street naming history.
- Continued to conduct online plan review and approval of development projects.

Economic and Workforce Development

- Held June EDA meeting. Adopted FY21 budget and discussed FY17 and FY18 EDA audits.
- Worked with City finance department on CARES Act distribution details.
- Continued working with development partners on Towers and Kent/Piccadilly projects.
- Reviewed and discussed Community Development Block Grant guidelines for potential future projects.
- Participated in Internet For All task force to discuss options and resources.
- Met virtually with three prospective businesses considering Winchester.

Arts and Vitality & Old Town

- Reached out to local arts organizations to gather information on COVID impact.
- Met with arts groups to discuss grant writing for streetscape mural project.
- Worked with Full Circle Marketing and Winchester Main Street Foundation to develop and approve summer event strategy.

Winchester/Frederick County Tourism

- Recorded the [Tourism Tuesday segment](#); topic was the state of tourism and business right now, what is open, and other current events.
- Found out that the advertising firm the offices uses has filed for bankruptcy and will be closing their business soon. We are mid-contract with them working on a large ad campaign. Discussed options and decided to rebid the final stage of the ad campaign, which is the collection of primary video and photography assets to bring the campaign to life.
- Attended a Virginia Tourism Corporation virtual meeting to find out more information on the new [WonderLOVE grant program](#), which is a \$10,000 marketing grant that we will be applying for.
- Met with [the Zenith Group](#) to work on some group tour and other themed itineraries and initiatives.
- Attended a CEO and Executive Director's Coffee and Online Conversations virtual meeting through Southeast Tourism Society to share valuable best practices and experiences between tourism directors throughout the 13-state region of the Southeast.
- Held monthly Tourism Board meeting on Thursday morning.
- Attended a monthly virtual Shenandoah Spirits Trail meeting and discussed marketing plans, website stats, blog messaging, and new local partner meetings.
- Continued distribution of our new 2020 Visitor Guide throughout the community.

Public Services

- Met with a local Boy Scout to coordinate his Eagle Scout project that will consist of installing a small free library and bench in the City's right-of-way near the intersection of Woodland and Frederick.
- Continued coordinating with VDOT on the proposed SMART SCALE funding applications due in early August. The City's proposed applications will be presented to Council at the Work Session on July 14 for review and approval before they are submitted.
- Met with AME Church on N. Loudoun Street to discuss installing engraved bricks in front of the church when the sidewalk is replaced later this year.
- Provided information to the City's auditor related to the new sidewalks that were constructed in the northeastern part of the city utilizing the \$1 million loan from Community Development Block Grant funds. The auditor reviewed the documentation to ensure that all the federal requirements were followed.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water service lines replaced (number)	0	372
Water meters replaced (number)	162	4,990
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	0	156,847

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	57	#
	Mowing	11.94	180.61	Acres
	Miles of streets swept	103.7	1,445.79	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	4	127	#
	Trees trimmed	20	572	#
	Stumps removed	0	146	#
Traffic	Street signs Installed/replaced	8	298	#
	Pavement markings repainted (City)	1,366	5,392	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	140.61	3,336.36	Tons
	Recycling collected	52.47	1,049.906	Tons
	Large item pickups	6	64	#
Transit	Total passengers	483	39,839	#
	Revenue miles pick up/drop off	985	65,511	Miles
	Revenue hours pick up/drop off	94.57	6,274.88	Hours
Utility billing	Payments processed	679	34,399	#
	New bills mailed out	0	35,083	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	6.13	5.44	Million gallons/
	Peak daily water demand	6.83	6.83	day
Wastewater treatment plant	Average daily flow treated	6.88	7.40	Million gallons/
	Peak daily flow treated	7.98	17.21	day

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	1,004	38,217	#
	Fire hydrants flushed	65	336	#
	Sewer mains cleaned	4,279	73,791	Linear feet
	After-hours call outs	1	69	#
Engineering	Site plans reviewed	4	67	#
	Floodplain permits issued	0	23	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	13	296	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	675	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	19	473	#
	Special events assistance	0	5	#
	Maintenance of pedestrian mall	32	691	Staff hours
Equipment maintenance	Total repairs completed	16	1,178	#
Winchester Parking Authority	Work requests completed	4	128	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	9	#
	New monthly rentals	6	74	#
	Monthly rental cancellations	3	114	#
	Total monthly leases in all autoparks	+4	1,102	#
	Available monthly spaces in all autoparks	-4	310	#
	Hourly parkers (all four garages)	2,080	38,387	#
	Park-Mobile transactions	542	11,581	#
	Meter violations	147	2,752	#

Parks & Recreation

- Reviewing the Governor's Phase III guidelines and preparing to reopen and expand some services. Additional services may be available at a later date depending on available space and staffing.
- Began soft opening of the War Memorial Building on June 24 from 9:30-11:30 am on Mondays, Wednesdays, and Fridays for informational inquiries, registrations and membership sales only.
- Childcare division increased enrollment to 30 children this week. They will continue to increase enrollment until the maximum is met.
- Discussed the after-school child care program as it is very dependent on what course of action the school system will pursue relating to the opening of the school year. The action of the school system will critically define how the park's after-school program will operate.
- Posted the final Quarantine Quiz Quest (Triple Q) sports trivia quiz.
- Continued mowing neighborhood parks this week.
- Met with various Park partner organizations to go over guidelines for Phase II/III and to begin scheduling athletic field reservations.

Social Services

- Received 109 Benefit Program applications: 21 SNAP, 32 Medicaid, 2 TANF, 2 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 52 Home Energy Assistance Program
- Provided case management to: 1,655 Medicaid, 4,164 SNAP, 75 TANF, 19 Auxiliary Grant, 45 individuals receive VIEW services, 50 families/93 children receive Child Care Subsidy Assistance
- Benefit Supervisors and select staff joined the Virginia Benefit Programs Organization's virtual conference. Sessions included training on policy and practice in SNAP, Medicaid, TANF, Child Care, and Energy Assistance.
- Services staff participated in the Monthly Multidisciplinary Team (MDT) meeting. The use of multidisciplinary teams improves the investigative response and service delivery to children and families and is required by the Code of Virginia. Winchester's MDT includes: Winchester Social Services; Winchester Police Department; Winchester Commonwealth's Attorney's Office; The ChildSafe Center; Winchester Victim Witness; forensic nurses from Valley Health; Victim Advocates through the Laurel Center.
- Held the Family Assessment and Planning Team (FAPT) meeting to discuss services and funding available to support the children and families who have been referred to FAPT.
- Services staff participated in virtual trainings focused on (1) How the brain and poverty impact teen pregnancy, and (2) the use of VA Department of Social Services COMPASS mobile app and website.

Weekly Activity	#
Clients walk-ins/drop-offs	0/42
Child Protective Service (CPS) referrals/case management load	3/48
CPS family assessments & investigations of alleged maltreatment	43
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	54/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/14/91
Family Service Prevention intakes/case management load	11/7
Adult Protective Service referrals/intakes	4/8
Adult Protective Service investigations/intakes	11
Adult services case management load	5
Adult guardianships/cases	2/79
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	6

Support Services

Innovation & Information Services

- Began next phase of document management migration to new vendor.
- Troubleshoot IBM data transfers after recent file server upgrade.
- Reviewed security analysis report discrepancies.
- Completed Emergency Communications Center CAD Street Span viewer application and also exported street span data.
- Added NG911 ESB Boundary datasets to Web Database. Update python maintenance scripts to reflect newly added datasets in both WinchesterData and WebGIS.
- Deployed Anti-Ransomware upgrade to test group.
- Completed Creamery Building switchport changes.
- Reviewed Firewall logs and making policy adjustments as needed.

Help Desk Requests	Count	Closed
Account Management	5	5
Accounts	0	4
Applications	19	23
GIS	4	6
Hardware	3	11
Naviline	1	1
Infrastructure	0	1
No Action Required	7	11
Not Assigned	3	2
Reporting	1	0
Research	0	1
Software	5	0
Total	50	65

Communications

- Distributed the June 24 CitE-News issue. [View](#)
- Promoted City's Independence Day schedule.
- Handled 2 media requests for City information and staff interviews; 4 inquiries for WPD.
- Edited a [Fishing Rodeo Recap video](#) for the Park.
- Continued designing the FY21 Budget in Brief document.
- Created the latest edition of the Police Department's interdepartmental newsletter.
- Produced the final [Triple Q video](#) for the Park which focuses on Jim Barnett Park.
- Wrote and produced the latest episode of the [Rouss Review podcast](#) featuring Winchester Fire and Rescue.
- Advertised the upcoming Blood Drive organized by the Winchester Sheriff's Office and the Winchester Fire and Rescue Department (July 17, 9 am-3 pm at the Rec Center).
- Assisted the WPD with putting the department's diversity data online. Access the OpenGov Story [here](#).
- Held virtual meeting with Tourism to discuss upcoming mask wearing initiative campaign.
- Continued working on the City's Disaster Recovery Plan and Policy for the City's records.
- Met with staff to plan and discuss a public input program for the potential renaming of Jubal Early Drive.
- Updated website and promoted Rec Center and outdoor pool schedule changes.
- Developing a promotional campaign for when City offices reopen.
- Attended the EDA and City Council virtual meetings.

311 Requests Received	#
FOIA	4
New Recycling Bin	4
Missed Trash/Recycling Collection	0
Trash on Property	2
City Tree Issue	1
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Vacant Building	1
Water/Sewer Service	0
Innovative Idea	1
Total/YTD	14/258

Date	Articles in <i>The Winchester Star</i>
6/20	BAR authorizes demolition of fire-damaged house
	Street sweepers bring joy to 1-year-old fan
	Small Business Development Center advises restaurant owners on reopening
6/23	Open Forum: Jubal Early Drive must be renamed
	Winchester police investigating Sunday morning assault, robbery
6/24	\$1.8M cut from Winchester schools budget
	WPS resolution condemns racism, affirms commitment to equity
	City Council considers renaming Jubal Early Drive

Date	Articles in <i>The Winchester Star</i>
6/25	Pate, Bell complete Winchester School Board Service
6/26	Correction
	Regional tourism industry starting to rebound
	Forum aims to improve community-police relations
Date	Segments on WDVM & WHSV
6/24	Winchester City Council discusses Jubal Early Drive name change - read